

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 15-16**

**OPEN TO:** All Interested Candidates

**POSITION:** Procurement Supervisor, FN-10 or FP-5  
Procurement Supervisor, FN-9 or FP-5 (Developmental Level, see Required Qualifications)

**SECTION:** General Services Office

**OPENING DATE:** July 1, 2015

**CLOSING DATE:** August 16, 2015

**WORK HOURS:** Full-time; 40 hours/week

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Institute in Taiwan Taipei Office is seeking an individual for the Procurement Supervisor position in the General Services Office.

### BASIC FUNCTION OF POSITION

The incumbent is the local supervisor of the Procurement Unit, responsible for the administration, direction, and supervision of the total procurement operation for AIT. Duties include establishment of procedures, priorities, schedules, surveillance, and coordination of all procurement actions. Position is also responsible for Contracting activities, assisting Contracting Officer to complete entire contracting procedure and maintain documentation as well.

### QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Bachelor's degree in Administration Management, Business, or Law; and

5 years of progressively responsible experience in the procurement field, including purchasing, estimating, planning, cost/budgetary preparation and management; and 1 year of supervisory experience

**OR**

B. 2 years study in college; and

7 years of progressively responsible experience in the procurement field, including purchasing, estimating, planning, cost/budgetary preparation and management; and 1 year of supervisory experience

- Level IV (Fluent) English and Level IV (Fluent) Standard Chinese are required.
- Extensive knowledge of the local market practices and the capability/reliability of local suppliers as well as local pricing customs and practices. Must possess knowledge of US government procurement regulations, instruction, policies and US Federal Specifications and Standards.

Candidates without US government procurement knowledge may be staffed at developmental grade.

- Strong communications and service-oriented interpersonal skills are required. Ability to work under pressure, set priorities, coordinate a variety of work assignments, and meet time-sensitive deadlines. Must be tactful and possess sound judgment and be able to identify and resolve problems with minimum supervision. Strong computer skills in Microsoft Office suite. Computer skills may be tested.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed

(WAE) work schedule. Current employees serving a probationary period are not eligible to apply.

4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

5. Current Ordinarily Resident employees are ineligible to apply for advertised positions during the probationary period or within the first year of occupying their current positions.

6. The candidate must be able to obtain and hold a non-sensitive security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. A cover letter indicating the position for which you are applying and why you should be selected. Also please list any essays, certificates, awards that address the qualification requirements of the position.

2. Universal Application for Employment as a Locally Employed Staff or Family Member (form *DS-174*); **or**

A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

5. Taiwan citizens, Third Country Nationals and non-native English Speaking American citizens must provide a copy of TOEIC official score report for Listening and Reading, which has been achieved within two years of submitting

the job application. TOEIC score must be equal to or above 855 points. AIT does not accept any other scores as a substitution.

#### **SUBMIT APPLICATION TO**

[TaipeiAIT-HRO@state.gov](mailto:TaipeiAIT-HRO@state.gov)

Human Resources Office

Attention: Robert Bare, Chief, Management Office

Please identify the position title you are applying for in the e-mail subject line.

If you are a U.S. Citizen Eligible Family Member, please include the word "AEFM" in the e-mail subject line.

You shall receive an auto-reply from the system, if your submission is successful.

#### **POINT OF CONTACT**

Ms. Lin, Human Resources Office

Telephone: 2162-2332

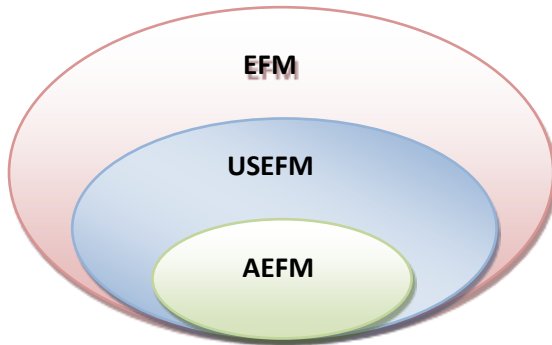
FAX: 2162-2234

#### **CLOSING DATE FOR THIS POSITION: August 16, 2015**

The American Institute in Taiwan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References